

CLASS SPECIFICATION
County of Fairfax, Virginia

CLASS CODE: 3636 **TITLE:** MENTAL RETARDATION SPECIALIST III **GRADE:** S-26

DEFINITION:

Under general clinical and administrative direction, supervises a group of specialists; OR provides supervision to multiple residential facilities and assigned staff; OR coordinates an agency-wide support function with clinical orientation; and performs related work as required.

DISTINGUISHING CHARACTERISTICS OF THE CLASS:

The Mental Retardation Specialist III differs from the Mental Retardation Specialist II in that the Mental Retardation Specialist III supervises multiple residential facilities or a group of case managers, or coordinates an agency-wide support function, whereas the Mental Retardation Specialist II supervises a single residential facility/staff, provides Medicaid waiver case management, or provides service coordination in the Early Intervention program.

The Mental Retardation Specialist III differs from the Mental Retardation Specialist IV in that the Mental Retardation Specialist III supervises multiple residential facilities or a group of case managers, or coordinates an agency-wide support function, whereas the Mental Retardation Specialist IV serves as Assistant Director of residential services or administers an agency-wide support function with clinical orientation.

ILLUSTRATIVE DUTIES:

Provides clinical consultation, supervision, evaluation and oversight to lower level specialists;
Makes clinical assignment of cases based on assessment of client needs, staff experience and caseload levels;

Consults with professionals on a variety of problems including delivery of needed services for clinically complex cases;

Ensures the proper development, implementation and review of individual service plans;

Communicates agency mission to subordinate staff and advises on its implementation;

Ensures that facilities are well maintained and in compliance with governing standards;

Ensures compliance with Medicaid regulations;

Prepares and/or reviews administrative reports, forms, and files to ensure compliance with program licensure and certification requirements;

Provides liaison to community agencies to facilitate communication and service provision for consumers requiring multiple services;

Acts as an advocate for clients;

Represents the agency on regional, county, state and multi-agency committees;

Investigates, analyzes, and reviews issues affecting service delivery;

Ensures adherence to, and implementation of, federal, state, local, and agency regulations and licensure standards;

Ensures contract compliance among private vocational service providers;

Represents service area director in management team and other meetings.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of principles, practices, methods, and techniques related to treatment of persons with mental retardation or other developmental disabilities;

Thorough knowledge of major methods of treatment of developmentally disabled individuals;

Thorough knowledge of intake procedures, social history development and interviewing techniques;

Thorough knowledge of community resources, including relevant public and private organizations;

Knowledge of psychiatric, psychological, and/or sociological terminology and concepts;

Ability to supervise and train service professionals;

Ability to conduct performance evaluations and implement personnel procedures;

Ability to successfully perform as a team member/leader;

Ability to recognize external behavioral symptoms of developmentally disabled individuals who may concurrently exhibit signs of mental illness or substance abuse;

Ability to establish rapport and maintain effective relationships with clients;

Ability to develop and maintain effective working relationships with subordinates, co-workers, public and private sector organizations, community groups and the general public;

Ability to communicate effectively, both orally and in writing;

Ability to maintain records and prepare reports.

EMPLOYMENT STANDARDS:

Any combination of education, experience, and training equivalent to the following:

Graduation from an accredited college or university with a master's degree in psychology, social work, or a related field; PLUS

Three years of related professional experience; OR

Graduation from an accredited college or university with a doctoral degree in psychology, social work, or a related field.

CERTIFICATES AND LICENSES REQUIRED:

Valid Motor Vehicle Driver's license with fewer than six demerit points (or equivalent in another state) at time of appointment and maintained throughout employment with CSB, for positions in residential and case management programs.

NECESSARY SPECIAL REQUIREMENTS:

Criminal background record check;

TB screening upon hire and annually thereafter.

REGRADED:

July 8, 2006

ESTABLISHED:

June 26, 2000